

18 FRIDAY  
JULY, 1997

JULY 1997							AUGUST 1997						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	30	31											

# APPOINTMENTS & SCHEDULED EVENTS

## TO BE DONE TODAY (ACTOCLIST)

1. Ramp up plan
2. Skypaper invoices
3. First card statements
4. DEAS check
5. Invention
6. New hire capabilities chart
7. EOI meeting
8. Dental appt
9. Eye doctor
10. Follow up Fed task force
11. Minnesota visit
12. Contract diskettes
13. EFT EOI write up
14. T. Town, St. Is, Harford, Albany
15. Marketing targets
16. Laptop battery
17. Frequent flyer tickets
18. Headset

## PHONE CALLS

1. DIAG PROTEIN
2. Dr. Pollack
3. Johnny
4. Karen Casuso
5. Ed Roy

## EXPENSE & REIMBURSEMENT RECORD